

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: October 19, 2006

LEAVE ACCOUNTING LETTER #06-011
(CSU Only)

TO: All Campuses in the California Leave Accounting System (CLAS)

FROM: DON SCHEPPMANN, Chief
Personnel/Payroll Services Division

RE: **INSTRUCTIONS FOR CASHING OUT HOLIDAY CREDIT**

A recent Technical Letter (HR/Salary 2006-18) was released from the Office of the Chancellor outlining the new provisions in the State University Police Association (SUPA – Unit 8) Memorandum of Understanding (MOU) concerning Holidays and the agreement on the Pay-Out of Holiday Work Compensation for Employees with Holiday Credit Balances in Excess of 100 hours.

The purpose of this letter is to provide instructions for updating the CLAS to reflect reductions in balances for the holiday credit cash pay-out. When processing the holiday credit payment transaction per the technical letter, the CLAS transaction HC36 (Cash Out) must also be processed for the same amount of hours of the holiday credit payment to reduce the Holiday Credit balance. This transaction may be keyed via CLAS or the Payroll Input Process (PIP).

*NOTE: Transaction code '36' is **not** a dual transaction and will not update the Payroll System when keyed on PIP. As indicated above, two separate transactions must be documented and keyed to issue the holiday credit payment and update CLAS.*

If you have any questions concerning the above instructions, please contact the CLAS Liaison at (916) 327-0756.

DS:DK:CLAS